



**KANAWHA PUTNAM**

**EMERGENCY PLANNING COMMITTEE**

**Managing Our Risk Together**

## **Board of Directors Meeting**

April 10, 2019

Hosted by:

**KPEPC**

113 Lakeview Drive  
Charleston, WV 25313

**Members Present:** Marc Crouse, John Dearnell, Krista Farley, Matt Lyons, Tim McDaniel, Seth Staker, Keith Vititoe

**Members Absent:** Keith Hobbs, John Sikora

**Ex-Officio's Present:** C.W. Sigman, Frank Chapman

Tim McDaniel, Chair, called the Board of Director's meeting to order at 11:45 p.m. Matt Lyons moved to approve the minutes from March 13, 2019, KPEPC Board of Director's meeting; Seth Staker seconded the motion and the minutes were unanimously approved as written.

### **OFFICERS REPORTS:**

**Chair:**

**Tim McDaniel**

Tim McDaniel stated that there are several changes on the horizon. An Executive Committee meeting was held March 27<sup>th</sup>, prior to the general membership meeting. Jacque Gumm tendered her resignation as administrator of the KPEPC. The board will need to begin the process of hiring a new administrator. Also, John Sikora will be leaving his position as Chairman of the Business, Membership & Community Outreach Committee.

**Vice Chair:**

**John Dearnell**

No Report.

**Secretary/Treasurer:**

**Krista Farley**

Krista Farley provided the directors with the financial report ending March 31, 2019. The checking account balance is \$57,715.14; reserve account balance is \$86,491.95 totaling \$144,207.09.

**2019 KPEPC COMMITTEES:**

**KPEPC 2019 Committees**

Business, Membership & Community Outreach	John Sikora; Marc Crouse
Communication Systems Committee	John Dearnell; John Sikora
Drill Planning, Exercise & Training	Keith Hobbs; Keith Vititoe
Finance Committee	Krista Farley
Hazard Assessment & Planning/Mutual Resources	Matt Lyons
Plan Implementation & Evaluation	Seth Staker

**Business, Membership & Community Outreach:**

**John Sikora; Marc Crouse**

John-Not Present; No Report  
 Marc-No Report

**Communications Systems Committee:**

**John Dearnell; John Sikora**

No Report

**Drill Planning, Exercise & Training:**

**Keith Hobbs; Keith Vititoe**

Keth Hobbs-Not Present; No Report  
 Keith Vititoe-No Report

**Hazard Assessment & Planning/Mutual Resources:**

**Matt Lyons**

No Report.

**Plan Implementation & Evaluation (PIE):**

**Seth Staker**

No Report

**EX OFFICIO MEMBER’S REPORT:**

**C.W. Sigman  
 Grant Gunnoe  
 Frank Chapman**

**Kanawha County DHSEM, Director, C.W. Sigman:**

C.W. Sigman reported that Grant Gunnoe is retiring from Director of the City of Charleston Department of Homeland Security and Emergency management. Richard Simmons will be filling the position at this time.

West Virginia Safety EXPO is May 8-11, 2019: C.W. Sigman reported that the West Virginia Safety EXPO is May 8-11, 2019. There will be many classes held: shelter-in-place, stop-the-bleed, active shooter, stop-the –bleed. The Charleston Police will be sponsoring a class on car-seat safety.

Yeager Airport Drill, Sunday evening, April 13<sup>th</sup>: C.W. reported on an active shooter drill at Yeager Airport, Sunday evening, April 13<sup>th</sup>. The first armed officer at the airport will stage as a custom’s agent.

March 27<sup>th</sup> Tornado Drill Report: C.W. reported that during the recent tornado drill they tried to manipulate the system by cutting off the siren and adding a message that it was a tornado drill, only to avoid fear with the public. The message part failed. The siren system is working well and the next siren test will be a three-minute blast to test the system.

**Putnam County DHSEM Director, Frank Chapman:**

Frank Chapman reported that they are working with the Putnam County Fair Organization, trying to put a disaster/evacuation plan into place. Putnam County is working on stop-the-bleed training as well.

**ADMINISTRATOR:**

Jacque Gumm reported on the transition from transferring our phone and internet networks from Citynet to Suddenlink. This has been problematic since January and is still ongoing. Steve Boggs of Bogg Consulting has been a life-saver with connecting computer, phone, and modem lines.

Jacque mentioned that Grant Gunnoe had brought up the matter of placing a disaster siren add in the Frontier Directory. After checking on this, Jacque reported that the ad cannot be placed in the emergency "yellow" section but an ad can be purchased for a one-time fee of about \$150 with a monthly fee of \$50.00. The directors agreed that telephone directories are nearly obsolete and this would not be cost efficient for the KPEPC to do this.

Marc Crouse stated that Toyota has an internal newsletter that goes out to 4,000 people that disaster siren information can be included in. The board agreed that this would be great if the information could be included in the Toyota newsletter.

**OLD BUSINESS:**

**Plan Implementation & Evaluation Committee Motion from March 13<sup>th</sup> meeting:**

***Previous Motion: Krista Farley moved that the Plan, Implementation & Evaluation Committee (PIE) review all incidents involving hazardous materials that meet the Federal EPA Reportable Quantity guidelines activation of the Kanawha Putnam Emergency Management Plan (The Plan) or at the request of the KPEPC Executive Committee. The committee will oversee adopting FEMA's Emergency Support Function (ESF) to The Plan. The committee will also review and evaluate annexes to The Plan that haven't been reviewed recently and bring to the attention of the Hazard Assessment, Planning & Mutual Resources Committee who will bring to the KPEPC Board of Directors for approval. Once approved, the Hazard Assessment, Planning & Mutual Resources Committee will work with the City of Charleston, Kanawha and Putnam County Offices of Emergency Services to review and update The Plan. Revisions will then be brought to the KPEPC General Membership for approval. At least two annex revisions need to be brought to the general membership for approval by the December meeting of each year. John Dearnell seconded the motion which unanimously passed.***

**Plan Implementation & Evaluation Committee Motion from March 13<sup>th</sup> meeting:**

***Revised Motion: Krista Farley moved that the Plan, Implementation & Evaluation Committee (PIE) review all public incidents involving all hazards that meet the Federal EPA Reportable Quantity guidelines requiring activation of the Kanawha Putnam***

**Emergency Management Plan (The Plan) or at the request of the KPEPC Executive Committee. The committee will oversee adopting FEMA's Emergency Support Function (ESF) to The Plan. The committee will also review and evaluate annexes to The Plan that haven't been reviewed recently and bring to the attention of the Hazard Assessment, Planning & Mutual Resources Committee who will bring to the KPEPC Board of Directors for approval. Once approved, the Hazard Assessment, Planning & Mutual Resources Committee will work with the City of Charleston, Kanawha and Putnam County Offices of Emergency Services to review and update The Plan. Revisions will then be brought to the KPEPC General Membership for approval. At least two annex revisions need to be brought to the general membership for approval by the December meeting of each year. John Dearnell seconded the motion which unanimously passed.**

#### **NEW BUSINESS:**

C.W. Sigman reported that he had a discussion with Pam Nixon regarding critical information for vulnerable areas (infrastructures). The information has been received by over 800 other LEPC's throughout the nation but we have not heard about this. C.W. checked with the state but they have not received this information. After discussion, C.W. will send Bill Minear an email requesting more information.

#### **REVIEW OF KPEPC ADMINISTRATIVE POSITION:**

Administrator Job Description Review: Jacque Gumm provided the directors with previous job descriptions of the KPEPC Administrator and Administrative Assistant positions. Jacque will send these as an attachment to all the directors to review and send any marked revisions and changes to Tim McDaniel by 4:00 p.m. Friday, April 19<sup>th</sup>.

American Red Cross-Sound the Alarm Campaign: Krista Farley reported that the American Red Cross is presenting a press conference April 24<sup>th</sup> to kick off The Sound the Alarm Campaign. There will also be campaigns in Roane and Clay counties as well in the communities of Pinch and Logan. Kristin Warner of the American Red Cross reported on the Sound the Alarm Campaign being held April 27-May 12. The American Red Cross is partnering with the South Charleston Fire Depart. to install smoke alarms in the South Charleston community, Saturday, May 4<sup>th</sup> and would be grateful for any volunteers.

American Red Cross – The Pillowcase Project: Kristin Warner also reported on the Pillowcase Project that the American Red Cross sponsors. She announced that one million 3<sup>rd</sup> through 5<sup>th</sup> grade students have learned how to prepared themselves, their households and their communities in The Pillowcase Project. This is a free program inspired by the story of university students carrying their belongings in pillowcases during Hurricane Katrina evacuations. During the presentations, participants receive a pillowcase to decorate and then take home to use a a personal emergency supplies kit.

There being no further business, the meeting was adjourned at 1:00 p.m.